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| Sample Contract |  |  |

**PROPOSAL FOR THE PROVISION OF  
LANDSCAPE ARCHITECTURAL SERVICES**

**HMH LANDSCAPE ARCHITECTS  
25 MAIN STREET  
ANYTOWN**

MONTH / DAY / YEAR

Mr. U.R. Owner  
Development Corporation/Institution  
25 Cherry Lane  
Anytown.

Dear Mr. Owner:

RE: CHERRY LANE ESTATES (the "Project")

Thank you for the opportunity to present you with this proposal for landscape architectural and related services for your Project.

We enclose, for your information, some graphic material describing some of our recent work on projects similar to yours.

Our proposal is as follows:

**1.0 Scope of Work**

The scope of work is the design and related work for the landscaping of the site of Building No. 1 and Building No. 2 as shown on your drawings and discussed with you during the week of January 15. The areas to be landscaped include the ground plane around Building No. 1 and Building No. 2 as well as a roof gardens on each building. We understand that there is a considerable grade change to be addressed at the base of Building No. 2.

**2.0 Phasing**

We understand that the development will be carried out in one phase.

**3.0 Stages of Work**

The stages of work encompass schematic design, design development, working drawings, specification documents and site inspections for both buildings. The stages of the work we propose are as follows:

1. Preparation of a 1:200 scale schematic landscape plan, showing hard and soft landscape complete with sufficient information to explain the general form, content and quality of the proposal.
2. Preparation of a 1:200 scale design development plan, showing hard and soft landscape complete with sections or elevations where necessary, with sufficient information for submission to the city authorities for a development permit application and approval. This proposal allows for one application to the city. These drawings will establish the basis for commencing with the preparation of working drawings.
3. Preparation of working drawings for hard and soft landscape works at grade and soft elements on the roofs sufficient for tendering and construction.
4. Preparation of an approximate cost estimate of the landscape works to be carried out at the schematic and design development stages.
5. Provision to your architect of specification clauses for all at grade hard and all soft landscape works, for inclusion in the overall tender documents.
6. Up to five site visits during construction of the landscape works, to inspect the progress of the work and answer queries.
7. Attendance at relevant meetings for a total of \_\_\_\_\_\_\_\_\_hours to coordinate with you, your design team and approval authorities.

Our staff who will work on this project are:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and such others as we may from time to time appoint.

**4.0 Hard Landscape Works**

For the purpose of this proposal, "hard landscape works" means:

1. Design, selection and specification of paving materials, excluding structural bases for vehicular surfaces.
2. Layout of landscape walls, fences, screens and other landscape structures. Structural engineering is to be the responsibility of your structural engineer.
3. Selection and layout of landscape light fittings. Electrical supply system and any required photometric studies is to be carried out by your electrical engineer.
4. Design and specification of the irrigation system.
5. Conceptual design and layout of water features, if any, excluding the design of related mechanical systems. We can, however, provide this as an additional service, if required.

1. Selection and layout of landscape furniture, including benches, trash receptacles, bike stands, signage, and play equipment.
2. Layout and specification of drainage fittings for at-grade hard paved and planted landscape areas. Our responsibility would be limited to the selection and placement of fittings. Underground pipework and off-site connections are to be the responsibility of your civil and/or mechanical engineer. Drainage on roof structures is to be the responsibility of your architect or engineer.

**5.0 Soft Landscape Works**

For the purposes of this proposal, "soft landscape works" means:

* 1. Design, selection and specification of all plant materials, including soils, soil additives and subsequent establishment.

**6.0 Fees**

Our fee is $\_\_\_\_\_\_\_\_\_\_\_, broken down in relation to the various stages of the work as follows:

Work Stage Percentage of Fee:

Schematic Design and Plan/Design Development and Plan \_\_\_\_\_\_\_\_%

Construction Drawings and Specifications \_\_\_\_\_\_\_\_\_%

Tendering and Field Inspections \_\_\_\_\_\_\_\_\_%

Our invoices are rendered monthly for the percentage of work then complete, and are due upon presentation. Disbursements actually and necessarily incurred for such items as printing, photocopying, travel beyond municipal boundaries, fax, and courier and will be charged in addition to the fee, at cost.

**7.0 Additional Services**

Additional services are those services you may request from time to time, including services for:

1. Work additional to the scope of work outlined in Sections 1.0, 2.0 and 3.0 above, assumed above.
2. Revisions to the landscape drawings required as a result of building or other changes beyond our control.
3. Re-application to the city authorities for approval when required for reasons beyond those which landscape architects might reasonably expect.

1. Revisions which are required resulting from your instructions after approval to proceed has been given.
2. Preparing as-built drawings or services after the completion of construction of the landscape improvements.
3. Certified arborist reviews of trees on the site, tree evaluation, assessment of tree stability, recommendations for tree protection and monitoring during construction.

The fees for additional services, if required, shall be as follows:

Principals of the Firm $\_\_\_\_\_\_\_\_\_\_ per hour

Associates of the Firm $\_\_\_\_\_\_\_\_\_\_ per hour

Senior Landscape Architect $\_\_\_\_\_\_\_\_\_\_ per hour

Landscape Designer $\_\_\_\_\_\_\_\_\_\_ per hour

Technologist $\_\_\_\_\_\_\_\_\_\_ per hour

CAD/Draughtsman $\_\_\_\_\_\_\_\_\_\_ per hour

Assuming you find this proposal satisfactory, please sign the enclosed copy where indicated, and return it to us.

Yours very truly

HMH Landscape Architects

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Owner Development Corporation

By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_